



OPEN – STATEWIDE EXAMINATION BULLETIN
NURSE CONSULTANT II
CONTINUOUS TESTING

THIS BULLETIN CANCELS AND SUPERCEDES THE BULLETIN
ISSUED ON FEBRUARY 18, 2000

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.	
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with: <div><div>DEPARTMENT OF HEALTH SERVICES 714 P STREET, ROOM 850 P O BOX 942732 SACRAMENTO, CA 94234-7320</div><div>(916) 657-1423 TDD (916) 657-3042</div></div>
	DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
SPECIAL TESTING INFORMATION	If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.
FILING DEADLINE	CONTINUOUS TESTING. There is no final filing date. Testing is considered continuous as closing dates (filing deadlines) for applications can be set at any time. Applications postmarked, personally delivered, or received via interoffice mail after the closing date will be held for the next examination. The testing office will accept applications continuously and will notify and test applicants as needs warrant.
SALARY RANGES	\$4333 - \$5221 per month.
POSITION DESCRIPTION	The Nurse Consultant II, under general direction, provides complex nursing and program consultation and technical assistance to public and private agencies on the provision of health services; plans, develops, administers, organizes, monitors, and evaluates programs and studies on the delivery of health services; may also serve in a lead capacity to Nurse Consultants and other health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures; and does other related work. Positions exist with the Department of Health Services in Sacramento, Bay Area, and Los Angeles.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED. NOTE: Applications/resumes MUST contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applicants must provide their registered nurse license number and expiration date and/or Public Health Nurse Certificate number, (if applicable). Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement. Possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) And A baccalaureate or higher degree in nursing from a school of nursing approved by the National League for Nursing or its equivalent for foreign graduates. Applicants who received a baccalaureate degree in a health-related field prior to 1990 and posses a California State Public Health Nurse Certificate may substitute for the baccalaureate in nursing (BSN). Thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates. And Possession of a master’s degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code, Chapter 3, Part 59, Division 10. And Either I Two years of experience performing the duties of a Nurse Consultant I in the California state service. Or II Four years of professional registered nursing experience at least two years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One additional year of graduate work in group dynamics, interpersonal relations, or other courses relating to the consultative process in nursing, may be substituted for one year of the required general nursing experience.) NOTE: If qualifying under Patter II , applications/resumes must include a detailed description of duties serving in position(s) in an administrative, consultative, teaching, or supervisory capacity in your
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	professional registered nursing experience. Any additional attached pages must be signed and dated by applicant certifying statements made are true and complete. Applications/resumes received without this information will be rejected.
DESIRABLE QUALIFICATIONS	Professional nursing experience in a local health department or other community health agency.
EXAMINATION INFORMATION	<p>A candidate may be tested only once during any testing period. The testing period for this examination is January 1 through December 31.</p> <p>NO WRITTEN TEST IS REQUIRED. The entire examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.</p>
SCOPE	<p>In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:</p> <p>KNOWLEDGE OF:</p> <ol style="list-style-type: none">1. Principles, techniques, methods and procedures of current nursing practice.2. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases.3. Current philosophies and patterns of nursing education.4. Principles and methods of consultation.5. Group process and problem solving.6. Research principles and methodology.7. Roles, responsibilities, and interrelationships of various health disciplines and health agencies.8. Functions of social and health agencies.9. Cultural and sociological patterns as they affect health services.10.State and federal legislation related to health services.11.The administration and organization and trends in health care delivery systems.12.Techniques of program planning, development, monitoring, and evaluation. <p>ABILITY TO:</p> <ol style="list-style-type: none">1. Effectively provide consultation and technical assistance.2.Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies.3. Analyze situations accurately and take effective action.4. Be flexible in approach to the solution of problems.5. Communicate effectively.6. Prepare reports and written documents.7. Apply principles of administration of nursing and health care services in various administrative patterns.8. Assist administrators to plan with others in meeting community health needs.
ELIGIBLE LIST INFORMATION	<p>Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS PREFERENCE	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date scheduled due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this announcement, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379